# CONTACT

## HOR AL ANZ, DUBAI 125212

054-4104005

 fzblanjwani@gmail.com

# PROFESSIONAL

SUMMARY

|  |  |
| --- | --- |
| personnel. txper•encea In managing budgets, implementing new policies and procedures, and overseeing large staff teams. Excels in building longterm relationships with vendors and customers, providing superior customer service, and creating a positive workplace dynamic.    SKILLS  Employee Management  System Monitoring   * Process Improvement   Training and Development   * Documentation * Human Resources Management   Software   * Business Needs Identification * Contral of Expenses * Orientation and Training * Document Review * Financial and Operational Reporting   Planning and Prioritization   * Inventory Oversight * Company Representation | Administration Manager,'HR MANAGER HALEEMA MEDICAL COMPLEX  Jampur, PUNJAB  01/2010 - 12/2015   * Drafted documents such as letters, memos and reports when needed.   Maintained records of personnel transactions such as hiring. promotions, transfers, performance reviews and terminations.  Performed data entry tasks inta various software programs; updated databases regularly.  Tracked project progress through regular status updates from team mem bers.  EDUCATION  Master of Arts (M.A.): EDUCATION  AIOU - PAKISTAN, 08/2022  Relevant Coursework   * EDUCATION   Awards & Honors   * EDUCATION   Extracurricular Activities   * B.ED |
|
|

Focused individual with a track record of success in leading teams ta meet objectives and develop successful initiatives. Demonstrated ability to work with a variety of stakeholders to create effective solutions. Possesses strong communication and organizational skills. Detail-oriented professional with a successful record of managing all aspects of office operations, including customer service, financial administration and data entry. Skilled in implementing best practices and developing policies that drive productivity, reduce costs, and improve customer experience. Organized professional with extensive experience in the field. Proven track record of leading projects to successful completion through the effective use of resources and

# FAYAZ AHMAD

ADMINISTRATION MANAGER

## EXPERIENCE

ADMINISTRATION MANAGER SUPERSTAR KITCHEN - HOR AL ANZ, DUBAI 04/2023 - Present

* Performed data entry tasks into various software programs; updated databases regularly.
* Tracked project progress through regular status updates from team members.
* Maintained records of personnel transactions such as hiring, promotions, transfers, performance reviews and terminations.
* Drafted documents such as letters, memos and reports when needed.

DATA ENTRY OPERATOR FAST COMPUTER CENTER -Jampur, PUNJAB

01/2019 - 1212020

* Maintained confidentiality when handling sensitive information from customers.

Created and maintained detailed records of all date entry activities to ensure accuracy.

* Performed quality assurance checks on data entries to ensure accuracy of information.

Entered customer and account data by inputting alphabetic and numeric information on keyboard ar optical scanner according to screen format.

* Company Representation
* Service Quality Standards  Update POI icies
* Service Provider Sourcing
* Train Staff
* Hiring and Terminations  Electronic Filing System
* Records and Database

Management

* Customer Satisfaction Evaluation
* Coordinate Service Contracts
* Equipment Purchase Planning • Personnel Needs Assessments
* Sensitive Document Disposal
* Department Leadership
* Set Goals
* Supply Distribution
* Operational Standard Development
* Office Supplies and Inventory
* Joint Ventures
* Team Goals
* Microsoft Office
* Travel Administration  Employee Paperwork  Inquiry Requests
* Verification Processes
* Leased Line
* Product Knowledge  Employee Timesheet Processing

## LANGUAGES

. English

Intermediate

• D.cu

B.ED: Education

AIOLI - PAKISTAN ISLAMABAD, 011201 S

Bachelor of Arts (B.A.): POLITICAL SCIENCE ,EDUCATION BAHAUDDIN ZAKRIA UNIVERSITY - PAKISTAN. 05/2013

D.COM: ACCOUNT

PBTE LAHORE - PAKISTAN,JAMPUR, 03/2012

MATRIC: GENERAL SCIENCE

MATRIC - PAKISTAN,JAMPUR, 08/2009

## CERTIFICATIONS

SEARCH ENGINE OPTIMIZATION 2V5CVYRPQ

## REFERENCES

References available upon request